

FAIRFAX AREA AGENCY ON AGING

VOLUNTEER JOB DESCRIPTION

POSITION TITLE: Volunteer Home Services for Seniors

- ◆ **Goal:** To enable clients to remain in their homes by doing tasks such as seasonal yard work, light housekeeping, transportation and minor home repairs.
- ◆ **Tasks:**
 1. Transportation to medical appointments, to the grocery store and to do errands.
 2. Light housekeeping which may include vacuuming, dusting, washing floors, doing laundry and making beds with clean linen.
 3. Seasonal yard work such as raking leaves, removing snow, trimming and/or pruning shrubs or bushes, helping to maintain a garden.
 4. Minor home maintenance - replacing screens with storm windows, small paint jobs, cleaning out gutters, installing grab bars.
 5. Miscellaneous jobs may include cleaning kitchen cabinets, helping pack or unpack boxes, reading mail, writing letters and walking pets.
- ◆ **Time Commitment:** Volunteers are "on-call" for the tasks they have chosen, except for grocery shopping which is done every two weeks. The days/times are flexible.
- ◆ **Qualifications:**
 1. Must be 18 years of age.
 2. If transporting: Valid driver's license.
 3. Car insurance meeting Virginia's standards.
 4. Valid car registration with current license plate tags and a current vehicle inspection.
 5. Use of seat belts in accordance with Virginia law.
- ◆ **Technical Support:**

Staff of the Area Agency on Aging's Volunteer Development Unit.
- ◆ **Volunteer Benefits:**
 1. Quarterly newsletter, Volunteer Vibes.
 2. Coverage under the County's secondary liability insurance program.
 3. Personal involvement with a program that meets the needs of one of the community's at-risk populations.